

Docket Report (for Attorneys/Trustees)

This is the procedure for generating the public Docket Report, sometimes called a Docket Sheet.

- STEP 1** Click on the Reports hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **REPORTS** screen displays with a list of reports that can be generated (See Figure 2.)



Figure 2

- Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (these fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays. (See Figure 4.)

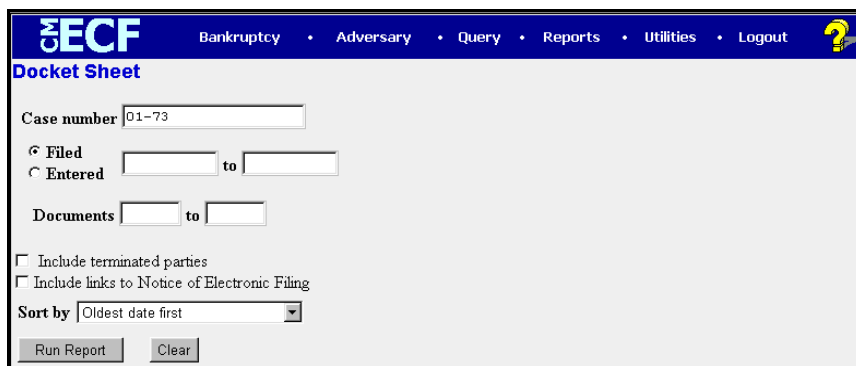
The screenshot shows the 'ECF' (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the 'Docket Sheet' title. The main form area contains several input fields: 'Case number' with a text box containing '01-73'; radio buttons for 'Filed' and 'Entered' with corresponding date range fields; a 'Documents' field with a range selector; checkboxes for 'Include terminated parties' and 'Include links to Notice of Electronic Filing'; a 'Sort by' dropdown menu set to 'Oldest date first'; and 'Run Report' and 'Clear' buttons at the bottom.

Figure 4

- The following fields are available for selecting/entering criteria for generating the Docket Report:
 - **Case Number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
 - **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in mm/dd/yy or mm/dd/yyyy format.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.
 - **Documents** – To limit entries by document number, enter the beginning and ending numbers.

This feature enables users to be charged only for the desired data on large cases.

- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.
- **Include links to Notice of Electronic Filing** – A check mark in this box will create a link on the docket report to the Notice of Electronic Filing for each entry.
- **Sort by** – This selection allows you to sort the entries in the report by “Oldest date first” or “Most recent date first.” This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **DOCKET REPORT** displays next. (See Figure 5a.) All reports can be printed by clicking on the browser's Print button.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

objhrgset

**U.S. Bankruptcy Court
WIWB (will be) Live DataBase (Eau Claire)
Bankruptcy Petition #: 1-01-00073-tsu**

Assigned to: Judge Thomas S. Utschig *Date Filed:* 09/28/2001
 Chapter 7
 Voluntary
 No asset

Dale A. Daniels represented by **Bruce Williams**
 15103 Sun Trail Drive Williams & Baronofsky
 Pleasantville, WI 54103 555 Huntington Place
 301-555-6531 Suite 201
 SSN: 301-42-6561 Eau Claire, WI 54701

Debtor
aka
David Daniels

John Jones represented by **John Jones**
 555 Anywhere Street 555 Anywhere Street
 Eau Claire, WI 54701 Eau Claire, WI 54701
 715-839-9999 715-839-9999
Trustee Fax : 715-839-8888

Filing Date	#	Docket Text
09/28/2001	1	Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount \$ 200. Filed by Dale A. Daniels. Statement of Intent due 10/29/2001. Schedules A-J due 10/15/2001. (Korbol, Cindy) (Entered: 10/04/2001)
09/28/2001		Notice of Meeting of Creditors. 341(a) meeting to be held on 10/29/2001 at 11:00 AM at Eau Claire Meetings, Room 20. Last day to oppose discharge or dischargeability is 12/28/2001. Proofs of

Figure 5a

NOTE: Any “Case Flags” pertaining to the status of the case will be displayed at the top right corner of the report. This particular case has two flags: An objection has been filed and a hearing needs to be set by the court.

- If you click on a “blue” document number hyperlink, you will be able to view the associated PDF document for that docket entry.
- A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages. (See Figure 5b.)

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

Pacer Service Center			
Transaction Receipt			
Fri Jan 19 15:08:45 CST 2001			
Pacer Login:	ao0055	Client Code:	
Description:	Image	Case Number:	00-10122
Billable Pages:	1	Cost:	0.07

View Document

Figure 5b

- Click on the **[View Document]** button to view the associated PDF document.
- After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close “X” button at the top right corner of your screen. This will exit you out of CM/ECF.